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**Owner:** josem

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Scanning Room and Verity Central Configuration Procedure

**Effective Date:** 1969-12-31

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**Please note: This document is non-controlled upon printing**

**Within 7 Days of Election:** No

**Definitions:**

This procedures describes the appropriate setup for the scan room during ballot scanning operations as well as how to configure the Verity Central machines to begin scanning.

**Procedure:**

**Scanning Room and Verity workstation Configuration Procedure**

**Things to do prior to room set up:**

- Archive last election database.
- Contact Hart support for access codes and reimage the hard drives (see instruction on how to)
- Make sure we have adequate supplies for scanning process: toner, scanner consumables, colored paper, black markers, rubber bands, alcohol wipes and compressed air cans.

**Room preparation**:

- Set up scanning room appropriately. Consult Scan Room Setup diagram.
- Set up 6 pods. Each pod consists of 1 central server, 3 clients, printers, a maintenance binder and an audit binder.
- Scan a stack of live ballots and make sure they get accepted.
- Bring APC's into scan room or into Mail room for QC'd batches.

**Scanning process:**

- Verify scanning settings before begin scanning ballots
- Print and save a Zero report before scanning first batch
- Choose the voting type for the batch (i.e. Absentee, Election day, or early voting)
- Select Remember my last choice, select Undervotes, Select Damaged contest per voter intent issues, select Defer write-ins to count
- Instruct canvas board to isloate ballots with light marks, light pencil marks and damaged ballots
- Properly maintain scanners, cleaning lens, guides, etc.

- Be focused and aware
- Do QC every 10 batches and sign the community log.
- Check for any deleted batches against Verity
- Check the precinct numbers, first and last precinct number (make sure they're matched with Verity).
- Go to scanned batch report to make sure the number of the ballots are the same as shown on the report.
- Verify the physical batches with Verity system
- Must have second pair of eyes to sign off for any deleted batched
- Check for lines, smudging, light spots, ghost lines
- If there are any issues with the quality of the scans, stop and make sure those are resolved before continuing to scan
- Make sure a correct batch is deleted, and the printed batch report is removed from the batch and rescan the correct batch

**Things to know:**

- Do not walk away while in the middle of scanning any batches.
- Make sure all jams are cleared.
- Finish scanning the batch before leaving the station for any reasons.
- Be careful when click on cancel tab instead of save tab.
- Make sure any batches are not double-scanned (very important).

**Related Policies and Procedures:**

**Related Units:**

IT

**Related Attachments:**

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**Reviewer Actions:**